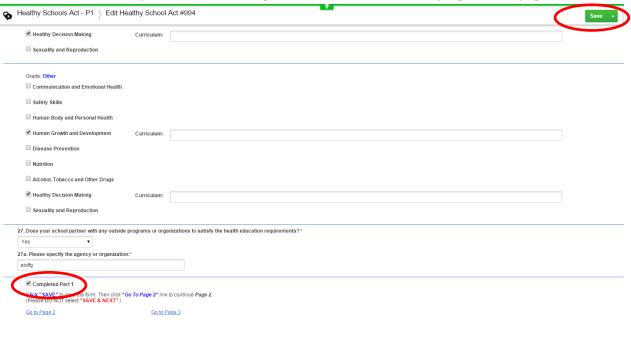# Healthy Schools Act School Health Profile
User Instructions

How to Edit, Save, and Complete the Profile

1. Login to https://octo.quickbase.com. Click the "2014-2015 OSSE HSA School Health Profile" application and select "Click to Complete" on the home screen.

2. Click the pencil icon to edit.

3. Complete all required questions (marked by a red asterix) on page 1. At the bottom of the page, check the "completed" box and the green "save" button at the top right of the page.

4. You will be directed back to the home page, where you should then click "Go to Page 2". A green dot appears when the "completed" box is ticked at the bottom of each page.

🖉 👁	Test_Charter_LEA	Test Charter School 112	Go to Page 1	Go to Page 2	Go to Page 3
🖉 👁	Test_Charter_LEA	Test Charter School 113	Go to Page 1	Go to Page 2	Go to Page 3
➡ 🖉 👁	Test_DCPS_LEA	Test DCPS School 12	Go to Page 1	Go to Page 2	Go to Page 3 ●
🖉 👁	Test_DCPS_LEA	Test DCPS School 122	Go to Page 1	Go to Page 2	Go to Page 3
🖉 👁	Test_DCPS_LEA	Test DCPS School 123	Go to Page 1	Go to Page 2	Go to Page 3

5. On page 2, click "edit" on the top right of the screen. Repeat steps 3 and 4 for pages 2 and 3.